

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Consent for [Purpose of Consent]

I, [Your Name], the [Your Position] of [Your Company Name], hereby provide formal consent for [specific action or agreement], effective immediately as of [date].

This consent pertains to [brief description of the context or purpose].

Please note that this consent is given under the following terms and conditions:

1. [Condition or Term 1]

2. [Condition or Term 2]

3. [Condition or Term 3]

Should you require any further information or clarification regarding this matter, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]